



Arizona Department of Revenue • Electronic Funds Transfer Unit  
1600 West Monroe • Phoenix, AZ 85007

**CREDIT ADDENDA FORMAT**  
(CCD + Format)

The addenda record to be created for Electronic Funds Transfer will follow the TXP Addendum Convention suggested by the Federation of Tax Administrators. An Authorization Agreement is required prior to initiating this payment format.

Field No.	Field Name (Data Elements & Separators)	Data Element Type	Maximum Length	Contents
--	Segment Identifier	--	--	TXP
--	Separator	--	--	*
TXP01	Taxpayer Identification Separator	AN	10	##### (Numeric only, see page 2) *
TXP02	Tax Type Code Separator	ID	5	##### (Numeric only, see page 2) *
TXP03	Tax Period End Date Separator	DT	6	YYMMDD *
TXP04	Amount Type Separator	ID	1	T *
TXP05	Amount Separator	N2	10	\$\$\$\$\$\$\$cc (Prefill with zero) *MANDATORY
TXP06	(not used) Separator	--	--	-- *
TXP07	(not used) Separator	--	--	-- *
TXP08	(not used) Separator	--	--	-- *
TXP09	(not used) Separator	--	--	-- *
TXP10	Taxpayer Verification Terminator	AN	6	XXXXXX (Numeric only, see page 3) \\

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## Notes and Definitions:

### 1. (TXP01) Taxpayer Identification:

Note: This field **MUST** be strictly numeric. **DO NOT** use an alpha character or the hyphen.

Maximum field length is TEN SPACES. When the EIGHT-DIGIT Transaction Privilege Tax (TPT) license number or the NINE digit FEIN is used, it must be RIGHT JUSTIFIED in the field. If your program requires the entire field to be filled, add leading zeros to the LEFT side of the field to equal TEN numeric digits.

Withholding: This will be your nine-digit (9) federal identification number. Prefill with zero.

(Example: 0123456789)

--OR--

It will be your eight-digit (8) withholding license number (department issued withholding license number prior to December 31, 2003).

(Example: 0007123456)

Corporate: This will be your nine-digit (9) federal ID number. Prefill with zero. (Example: 0123456789)

TPT: This will be your eight-digit (8), prior to January 1, 2004, numeric Arizona TPT license number. Prefill with zeros. (Example: 0007123456)

--OR--

It will be your ten-digit (10), after January 1, 2004, numeric Arizona TPT license number.

(Example: 2000001234)

### 2. (TXP02) Tax Type Code:

Withholding: Use "011" followed by the SEQUENCE NUMBER. The sequence number is an optional two-digit number indicating which quarter this payment is for. (Example: The third payment of the fourth quarter would be 01103.) Each QUARTER, the first payment will be "01", the second payment will be "02", etc. The purpose of using the sequence number is to assist you in tracking your payments.

*If you do not wish to use the sequence number feature, please use "01" in that field.*

Corporate: Use "021" for estimated payments followed by the ESTIMATE QUARTER. This will indicate which quarter the estimated payment is to be applied. It must be a two-digit number, "01" through "04". (Example: The estimated payment for the second quarter would be 02102.)

TPT: Use "041" followed by the TPT LIABILITY MONTH. This will indicate what month the TPT payment is to be applied. It must be a two-digit number, "01" through "12". (Example: The TPT payment for the liability for the month of January would be 04101.)

TPT June Only Estimated Payments: Use "042" followed by "06". This will indicate that this is the TPT estimated payment due on June 25<sup>th</sup>.

NOTE: At this time, Corporate Estimated, Withholding, and TPT payments are the only three payment types the Department of Revenue accepts electronically.

- WITHHOLDING and CORPORATE INCOME PAYMENTS WITH THE RETURN, and CORPORATE EXTENSION PAYMENTS MUST BE PAID WITH A CHECK.
- PAYMENTS MADE FOR PAST DUE BILLINGS for corporate income, withholding, and TPT MUST also BE PAID WITH A CHECK.

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**3. Tax Period End Date:** must be in YYMMDD format.

011 Withholding: must be the QUARTER END DATE, not the payroll end date. The Arizona Department of Revenue computer system uses the quarter end date to determine the quarter the payment is to be applied to. It is the taxpayer's responsibility to specify which quarter the payment is to be applied to.

021 Corporate: must be the FISCAL YEAR END DATE the estimated payment will be claimed for.

041 TPT: must be the MONTH END DATE of the month of the liability that is being paid.

- 4. Amount Type:** is used to identify the type of amount that follows. At this time, the Department will accept tax payments only. The code for tax is "T".
- 5. Amount Field:** is strictly numeric with no decimal. This is a TEN-DIGIT, LEFT JUSTIFIED field. Be sure to prefill with zeros. (Example: 0000000001 for \$.01)
- 6. Taxpayer Verification:** is an optional field the taxpayer may use. If this field is not used, the terminator may be placed directly after the Amount field. Arizona does not assign a verification number.
- 7.** Any field without a specific value or note reference in above table will be filled in by vendor or bank.

## Examples

**1. Withholding** (Eight-digit Arizona payroll withholding license number prior to December 31, 2003)

Taxpayer Identification No.: 0007121234

Payment Due Date: October 20, 2004 (The second payment in the fourth quarter.)

Payment Amount: \$33,000.11

*The information listed above is formatted as follows:*

TXP\*0007121234\*01102\*041231\*T\*0003300011\*\*\*\*\*999999\

-or-

TXP\*0007121234\*01102\*041231\*T\*3300011\*\

**2. Withholding** (Nine-digit FEIN after December 31, 2003)

Taxpayer Identification No.: 123456789

Payment Due Date: October 20, 2004 (The second payment in the fourth quarter.)

Payment Amount: \$33,000.11

*The information listed above is formatted as follows:*

TXP\*0123456789\*01102\*041231\*T\*0003300011\*\*\*\*\*999999\

-or-

TXP\*0123456789\*01102\*041231\*T\*3300011\*\

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**Examples** (continued)**3. Corporate** (Nine-digit FEIN has not changed)

Taxpayer Identification No.: 86-0000001

Payment Due Date: November 15, 2004 (first quarter estimate)

Fiscal Year End: July 2005

Payment Amount: \$100,200.00

*The information listed above is formatted as follows:*

TXP\*0860000001\*02101\*050731\*T\*0010020000\*\*\*\*\*ABCDE\

-or-

TXP\*0860000001\*02101\*050731\*T\*10020000\*\

**4. TPT** (Eight-digit TPT license number, regular monthly payment)

Taxpayer Identification No.: 07-123456 L

Liability Month (through date): January 31, 2004

Payment Due Date: February 25, 2004 (regular monthly payment)

Payment Amount: \$123,456.78

*The information listed above is formatted as follows:*

TXP\*0007123456\*04101\*040131\*T\*0012345678\*\*\*\*\*765431\

-or-

TXP\*0007123456\*04101\*040131\*T\*12345678\*\

**5. TPT Estimated Payment** (Once a year, June only)

Taxpayer Identification No.: 10-987654 K

Payment Due Date: June 25, 2004 (one time only annual estimated payment)

Payment Amount: \$200,000.00

*The information listed above is formatted as follows:*

TXP\*0010987654\*04206\*040630\*T\*0020000000\*\*\*\*\*ABCDEF\

-or-

TXP\*0010987654\*04206\*040630\*T\*20000000\*\

**State Receiving Account Information**

Please call the Arizona Department of Revenue Electronic Funds Transfer Unit (EFT) for this information at (602) 542-2040. Out-of-state callers may call (800) 572-7037. You must first be registered for EFT Credit Method.

*Click here for the EFT Authorization Agreement Form.*